



**Scott Walker, Governor**  
**Dave Ross, Secretary**

## Utility Contractor License

### Your application will not be processed or will be delayed unless you:

- ☐ 1. Complete the application including signing and dating the first page.
- ☐ 2. Write in your social security number.
- ☐ 3. Attach the specified documents listed on this application.
- ☐ 4. Attach the specified fee listed on this application.
- ☐ 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

<b>Applicant Information</b>	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (mo/day/yr)

**Send application and payment to:** DSPS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.

**Office location:** DSPS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703

**All other correspondence:** DSPS Trades Credentialing, PO Box 7082, Madison, WI 53707 Phone: 608-266-2112. TTY: Contact through Relay or [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov).

### **Application and Exam Fee (nonrefundable): \$40.00**      **class code 7630**

Make checks payable to: State of WI – DSPS. The fee consists of a \$10 application fee and an exam fee of \$30. When the exam is passed, the applicant will be asked to pay a \$500 credential fee which will be prorated because the credential expires on a specific date. The credential, issued after the exam is passed and the prorated credential fee paid is effective for 4 years from March 31<sup>st</sup>.

### **Are you a Veteran?**

### **Are you requesting a waiver of your initial credentialing fee?**

☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: \_\_\_\_\_

Your application fee of \$10 will be waived now and your credential fee will be waived once you pass the exam. **You must**

submit \$30 for the exam fee at this time.

☐ No Submit the fee of \$40.

You may contact DVA at 1-800-WisVets or [www.WisVets.com](http://www.WisVets.com) for assistance in obtaining your DVA Voucher Code.

**Reason for Credential:** Except as provided under s. 145.06 (4) Stats., and pursuant to s. 145.06, Stats., no person may install plumbing unless the person holds a credential issued by the department as a licensed Master Plumber, licensed Master Plumber-Restricted, licensed Journeyman Plumber, licensed Journeyman Plumber-Restricted, registered Plumbing Apprentice, registered Plumbing Learner-Restricted, registered Utility Contractor or registered Pipe Layer.

**Requirements of Credential:** The plumbing activities that may be undertaken by a person who holds a credential as a licensed Utility Contractor or registered Pipe Layer shall be limited to the installation or modification of water services, private water mains, sanitary building sewers, storm building sewers and private interceptor main sewers. A person who holds the credential shall carry it on his or her person while performing activities permitted under the credential. A person who, as a licensed Utility Contractor, installs or modifies water services, private water mains, sanitary building sewers, storm building sewers, or private interceptor main sewers shall utilize the appropriate credentialed persons to install or modify the plumbing.

**Education Hours Required to Renew:** The renewal of a license as a Utility Contractor shall be contingent upon the Utility Contractor obtaining at least 6 hours of acceptable continuing education three months prior to the expiration date of their credential. A person who holds a license as a utility contractor may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

**Qualifications for Examination:** The person applying for a utility contractor license examination shall be at least 18 years old.

Fill in the applicant's birth date (month/day/year, example 04/02/60):

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover information contained in chapters SPS 305 and SPS 381-387, Wisconsin Administrative Code; NFPA standard 24, 2002 edition, National Fire Protection Association. The exam is open code book. Copies of Wisconsin code books may be obtained from Document Sales, (608)266-3358 or (800)362-7253. NFPA standard 24 entitled "Installation of Private Fire Service Mains and Their Appurtenances" is available from the National Fire Protection Association, (800)344-3555. Questions regarding private fire service mains may be included on the exam because utility contractors are allowed to install combined service mains (plumbing/fire protection). When there is a change to Wisconsin Administrative Codes, exams will cover the new code one month after the effective date.

Additional training materials relating to this credential are available and may also be ordered through Document Sales, (608)266-3358 or (800)362-7253. They are intended to be training guides and may not match the current code.

SBD-8536-P	Cross Connection Control Manual
SBD-8869-P	Drain and Vent System Design
SBD-8036-P	Sizing the Water Supply System
SBD-9138-P	Wisconsin Water Treatment Handbook
SBD-10089-P	Wisconsin POWTS Inspector Handbook
SBD-9046-P	Soil & Site Evaluation Handbook
SBD-10810-P	Multipurpose Piping Systems Design Manual

### To schedule an upcoming exam:

- Indicate **FIRST CHOICE (1)** and **SECOND CHOICE (2)** in the event one exam site is full.
- Submit the **fee and this application to the division at least 30 days in advance of the exam date chosen.**
- Keep a copy of this application for your records. You may only schedule one future exam session at a time for each credential type. Applications sent in for multiple exam sites / times will be denied and a refund will not be issued.
- You will receive a letter from DSPS confirming your upcoming exam. Please check this form over carefully upon receipt so that you know when/where to take your exam.
- If you need special accommodations, please contact us at [DSPSSBCredentialing@wi.gov](mailto:DSPSSBCredentialing@wi.gov)

**Select one\*: AM (Starts at 8 a.m.) ☐ or PM (Starts at 1 p.m.) ☐**

\*some plumbing exams have 2 parts so you will be scheduled for both the AM **and** the PM session when taking both parts

**Pewaukee – WCTC Education Center, 800 Main St, Pewaukee, WI 53072**

**2013** October 15 ☐ November 19 ☐ December 18 ☐

**2014** January 8 ☐ February 12 ☐ March 12 ☐ April 9 ☐ May 14 ☐ June 11 ☐

July 9 ☐ August 13 ☐ September 10 ☐ October 8 ☐ November 12 ☐ December 10 ☐

**Eau Claire – The Plaza Hotel & Suites, 1202 W Claremont Ave, Eau Claire, WI 54701**

**2013** December 3 ☐

**2014** February 26 ☐ April 23 ☐ June 25 ☐ August 27 ☐ October 22 ☐

**Appleton – Fox Valley Technical College, 1825 North Bluemound Dr, Appleton 54914**

**2013** November 5 ☐

**2014** January 22 ☐ March 27 ☐ May 28 ☐ July 23 ☐ September 24 ☐ November 25 ☐